

US Embassy Abu Dhabi - Social Media Manager



Project Title	US Embassy Abu Dhabi - Social Media Manager
Project Summary	Manage Community Liaison Social Media and Blog - Manage and be the moderator for the CLO Facebook page - Update Content on CLO Blog
Country	United Arab Emirates

Project Description

Manage and be the moderator for the CLO Facebook page

-Working with the CLO Office to publish events, content and help keep the page interactive and organized.

Update/ Manage Content on CLO Blog

-Receive content from Abu Dhabi and sometimes Dubai Consulate for updating

-Keep information relevant and organized

-Come up with new ideas to keep the blog interesting

-Will need to research/reach out to local businesses (via email) as well as other State Department sections for information that is useful and pertinent to new arrivals.

-Updates need to be done as and when (Deadlines for specific content will be discussed).

-Weekly newsletter will be uploaded by COB on Friday (Abu Dhabi time)

Required Skills or Interests

Skill(s)

Coding

Design thinking

Storytelling/blogging/vlogging

Website design

Writing

Additional Information

-We use WordPress (Must be familiar or willing to self teach.

Language Requirements

None